



DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
DIVISION OF MOTOR VEHICLES  
2900 Apalachee Parkway, Mail Stop 73  
Neil Kirkman Building - Tallahassee, FL 32399



## MOTOR VEHICLE/VESSEL RECORDS REQUEST

**FEES MUST ACCOMPANY THIS FORM TO AVOID A DELAY  
IN PROCESSING YOUR REQUEST.**

**PLEASE PRINT OR TYPE INFORMATION ON FORM.**

### ***Requester's Information:***

Name of Requester \_\_\_\_\_ Date \_\_\_\_\_ Reference # (Case/File Name) \_\_\_\_\_

Street Address \_\_\_\_\_ Exemption # (See Exemptions Listed on the Back of This Form) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I understand that I may not redisclose this information except as provided in section 119.0712(2), Florida Statutes.

Signature of Requester or Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_

**Type of Record Request:** ☐ **Motor Vehicle** ☐ **Vessel** ☐ **Mobile Home**

### ***Current Registration Request (\$ .50 per record)***

VIN/HIN Number \_\_\_\_\_ Year \_\_\_\_\_ Make \_\_\_\_\_

☐ Current Registered Owner

**OR**

Title Number \_\_\_\_\_ License Plate or FL # \_\_\_\_\_ ☐ Owner (as of): Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

### ***Title Record Request (By Vehicle/Vessel Identification Number or Title Number Only)***

Records are available up to 10 years

VIN/HIN Number \_\_\_\_\_ Title Number \_\_\_\_\_

☐ Specific Title Transaction (\$1.00 Per Page)

☐ Certified Copies

If necessary please check box.  
(\$3.00 Per Record)

\_\_\_\_\_  
(Month and Year)  
(Allow 1 week processing time from date received.)

☐ Complete Title History (\$15.00 Initial Payment Required; Actual  
Fee calculated at \$1.00 per page)  
(Allow 2 weeks processing time from date received.)

### ***Record Request By Owner's Name Only (\$ .50 per record)***

(For Additional Requests, You May Attach A Separate List)

\_\_\_\_\_  
Federal Employee Identification Number

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

Date of Birth \_\_\_\_\_ DL # or FL Identification # \_\_\_\_\_ Social Security Number \_\_\_\_\_

## EXEMPTIONS

Personal information in motor vehicle records which have been made confidential can be released only for the following purposes (s. 119.0712(2), a-o, F.S.):

- a. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle products alterations, recalls, or advisories; performance monitoring of motor vehicles and dealers by motor vehicle manufacturers; and removal of non-owner records from the original owner records of motor vehicle manufacturers, to carry out the purposes of the Automobile Information Disclosure Act, the Motor Vehicle Information and Cost Saving Act, the National Traffic and Motor Vehicle Safety Act of 1966, the Anti-Car Theft Act of 1992, and the Clean Air Act.
- b. For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state, or local agency in carrying out its functions.
- c. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts, and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- d. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only:
  - 1) To verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
  - 2) If such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
- e. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any court or agency or before any self-regulating body for:
  - 1) Service of process by any certified process server, special process server, or other person authorized to serve process in this state.
  - 2) Investigation in anticipation of litigation by an attorney licensed to practice law in this state or the agent of the attorney; however, the information may not be used for mass commercial solicitation of clients for litigation against motor vehicle dealers.
  - 3) Investigation by any person in connection with any filed proceeding; however, the information may not be used for mass commercial solicitation of clients for litigation against motor vehicle dealers. (Indicate case number.)
  - 4) Execution or enforcement of judgments and orders. (Attach copy of judgment or order.)
  - 5) Compliance with an order of any court. (Attach copy of order.)
- f. For use in research activities and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
- g. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, anti-fraud activities, rating, or underwriting.
- h. For use in providing notice to the owners of towed or impounded vehicles/vessels.
- i. For use by any licensed private investigative agency or licensed security service for any purpose permitted under these exceptions. Personal information obtained based on an exempt driver's record may not be provided to a client who cannot demonstrate a need based on a police report, court order, or a business or personal relationship with the subject of the investigation. (Attach statement if information is to be released to a client.)
- j. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under 49 U.S.C. ss. 31301 et seq.
- k. For use in connection with the operation of private toll transportation facilities.
- l. For bulk distribution of surveys, marketing, or solicitations when the department has obtained the express consent of the person to whom such personal information pertains.
- m. For any use if the requesting person demonstrates that he or she has obtained the written consent of the person who is the subject of the motor vehicle record. (Attach a statement (which has been signed and notarized) from the subject granting consent.)
- n. For any other use specifically authorized by state law, if such use is related to the operation of a motor vehicle or public safety. (Attach a copy of the law or a section number from Florida Statutes demonstrating need.)
- o. For any other use if the person to whom the information pertains has given express consent on a form prescribed by the department. Such consent shall remain in effect until it is revoked by the person on a form prescribed by the department.

**If you have any questions or need additional information, please call the Customer Service Center at (850) 617-2000.**